

Executive Registry

78-015

4 January 1979

MEMORANDUM FOR: See Distribution

SUBJECT : Deputy Executive Secretary

1. Having served two years here as my Deputy, [ ] has accepted another position and is being reassigned at the end of this month. The DCI and DDCI have endorsed my tasking you to identify a replacement. The position is GS-15, and I have attached a summary statement of the responsibilities I share with my Deputy. [ ]

2. Please let me have your nominations by 1 February. What we would be most pleased with is an experienced Strong to Outstanding GS-14, who would serve here on a rotational two-year tour. Additionally, it would be our hope that if performance warrants a promotion to GS-15, you would have no problem placing him at that level at the end of the tour [ ]

[ ]  
B. C. Evans  
Executive Secretary

Attachment

Distribution:

DD/RM  
DD/NFA  
DD/CT  
DD/A  
DD/O  
DD/S&T  
AO/DCI (for E Career Service candidates)

Orig - ES Chrono  
1 - ER

EXECUTIVE SECRETARIAT

SUMMARY FUNCTIONS

1. Review and distribute all external correspondence to the DCI and DDCI and assign action and suspense dates, as appropriate.
2. Review all internal correspondence to the DCI and DDCI, ensuring that staff action has been completed and fully coordinated. (ES occasionally does redrafting and retyping to save time.)
3. Maintain a suspense system for all actions assigned for/by the DCI and DDCI. (In addition to contacting Agency components regarding pending or overdue action items, ES contacts Community and other Executive Branch components regarding the status of items they have been tasked to forward to the DCI or DDCI.)
4. Coordinate, for the DCI/DDCI, all matters pertaining to the National Security Council and its Staff. This includes all preparations for weekly meetings with Dr. Brzezinski, ensuring principals are adequately prepared for all NSC, SCC and PRC meetings, liaison with Office of Assistant and Deputy Assistant to the President for NSC Affairs, facilitating informal communication between Intelligence Community and NSC Staff, and ensuring Community responsive to all DCI/DDCI requirements for dealings with NSC.
5. Provide the DCI, DDCI, and other appropriate senior officials a daily journal summarizing significant correspondence to and from the DCI/DDCI.
6. Record topics of discussion at DCI and DDCI staff meetings, disseminate related actions assigned, and monitor for completion.
7. Provide the DCI, DDCI and other appropriate senior officials a weekly checklist of scheduled events, including National Security Council meetings, National Foreign Intelligence Board activities, Congressional testimony, and major intelligence support and production tasks.
8. Monitor the Director's schedule for upcoming meetings with Executive officials and forward relevant material for those meetings.
9. Review all requests for access or release of DCI/DDCI files under the Privacy and Freedom of Information Acts.
10. Supervise the Executive Registry.
11. Maintain liaison and communicate directly with counterparts in other government departments and agencies.

(Approved by DCI & DDCI December 1978)

12. Advise the DCI MAG and the Secretarial/Clerical MAG and serve as a focal point for information regarding activities of component MAGs.
13. Review and approve periodic requests from DCI senior staff components for Cable Secretariat disseminations by subject class.
14. Make appropriate dissemination of State NODIS traffic and approve and transmit requests for specific cables not received.
15. Prepare correspondence for the DCI and DDCI signature requiring minimum staffing.
16. Provide background material to components on topics they may not have been privy to but are directed to them for resolution.